

ARIZONA DEPARTMENT OF EDUCATION

Lisa Graham Keegan
Superintendent of
Public Instruction



STATE OF ARIZONA

School Finance
1535 West Jefferson
Phoenix, Arizona 85007
(602)-542-5695
(602)-542-3099 fax

SCHOOL FINANCE MEMORANDUM 00-055

TO: School Districts and Charter Schools

FROM: Lyle Friesen, Director of School Finance

DATE: 5/25/2000

SUBJECT: Electronic data submission in FY 2001

Various provisions in title 15 enacted in the past two years require electronic submission of data to ADE, effective in FY 2001. In accordance with A.R.S. 15-901.A.15, this memorandum prescribes the format and manner in which data must be submitted electronically.

Beginning FY 2001, data for all School Finance systems must be submitted electronically in properly formatted files to ADE via the file upload web pages located at <http://www.ade.state.az.us/schoolfinance/districts>. The file upload mechanism has been in place for all School Finance systems for the past year (past two years in the case of school district budgets). For the graduation rate, School District Employee Report, transportation route, vehicle inventory and year-end enrollment reporting systems, we will also develop an option to create your data submissions directly on the School Finance Web site, beginning in fall, 2000. No other form of data submission will be accepted unless ADE, as discussed below, grants an exemption. Instructions for the file upload process are posted at <http://www.ade.state.az.us/schoolfinance/main/support>. In general, receipt of files submitted in this fashion is demonstrated through two means: (1) a message that appears as soon as the user submits the file, and (2) by the next business day a report is posted summarizing the processing of the file's contents. The specific report will vary depending on the data collection system.

In order to use the file upload pages, you must set up an account via a Statement of Assurance with our Grants Management Unit. If you need to get an account set up or changed you can contact the ADE Grants Management office at (602) 542-3452. This must be completed in time for you to submit your FY2000-2001 budgets.

If your school district or charter school lacks Internet connectivity or have other system issues, you must file a request with the ADE for a temporary exemption to this requirement. You must complete the forms posted on the School Finance Web site at <http://www.ade.state.az.us/schoolfinance/main/support> to request an exemption. Your request must describe in detail whether your school lacks internet connectivity or has other system issues, an action plan with specific timelines for electronic submission of data via the web by next fiscal year at the latest, and alternatives for submitting data during this transition year. You must have an exemption granted in order to send us your data through some means other than the Web site. Unless you have an exemption, we will NOT process submissions received through other channels.

If you have an exemption for one or more data collection systems, the district superintendent or charter school administrator must also appoint a contact person. This person will be responsible for working with ADE to ensure that all systems comply with electronic data submission requirements by fiscal year 2002.

Files uploaded via the Web site must be formatted correctly in order for your data to be added to our database. A properly formatted file is either (1) a text file prepared according to the specifications posted at

5/25/2000

<http://www.ade.state.az.us/services/mis>, or (2) in the case of expenditure and revenue budgets and Annual Financial Reports, the appropriate Microsoft Excel file posted on the Auditor General's Web site, or other ADE approved format.

Technical support for the file upload process is available from the Regional Training Centers. The balance of this memorandum provides notes concerning all the specific data collection systems. Although the dates provided are usually for FY 2001 data submissions, electronic reporting requirements apply to all data submitted beginning July 1, 2000 regardless of the fiscal year to which the data pertains.

School District Budgets

These are due July 18. They can be completed either using the Auditor General's Excel workbooks or by using software that will produce a text file in the required format (see <http://www.ade.state.az.us/services/mis>). Under Title 15 we are no longer collecting paper copies of the budget, only the electronic version. The signatures on the budget cover page will document that we have the proper version of a school district's budget. It is the responsibility of the district to ensure that the electronic copy we receive matches the version of the budget proposed, adopted, or revised by the district's governing board.

The county offices still require a paper copy of the budget. To ensure consistency, please upload the file to the ADE Web site, then transmit the paper copy of that file to the county. You should then send the cover page to ADE, School Finance.

Our receipt of the school district's budget is verified by the posting of the Budg25 report. If we do not have a cover page for a particular budget submission, the Budg25 report will still be produced. However, we will have a notice posted indicating that we do not have the proper documentation. This process applies to each proposed, adopted and revised expenditure budget that we receive.

Revenue budgets are due September 15. They also are submitted to ADE in electronic form only, with the same cover page procedure. A report will be developed which verifies receipt of the revenue budget.

Charter school budgets

Charter school expenditure budgets are due July 18. They can be completed using either the Auditor General's Excel workbooks or by using software that will produce a text file in the required format. Only the electronic version of the budget is required. The signatures on the budget cover page will document that we have the proper version of a charter school's budget. It is the charter school's responsibility to ensure that the electronic copy we receive matches the budget actually adopted or revised. A report will be posted that verifies receipt of the charter school budget.

School district Annual Financial Reports

School district AFRs are due October 15. They can be completed using either the Auditor General's Excel workbooks or by using software that will produce a text file in the required format. Only the electronic version of the AFR is required. The signatures on the AFR cover page will document that we have the proper version of a school district's AFR. It is the responsibility of the district to ensure that the electronic copy we receive matches the AFR approved by the district's governing board. The AFR will need to be approved by the county superintendent's office in an electronic procedure that will be developed.

Our receipt of the school district's AFR is verified by the posting of the Budg45 report. If we do not have a cover page for a particular AFR submission, the Budg45 report will still be produced. However, we will have a notice posted indicating that we do not have the proper documentation.

Charter school Annual Financial Reports

Charter school AFRs are due October 15. They can be completed using either the Auditor General's Excel workbooks or by using software that will produce a text file in the required format. Only the electronic version of the AFR is required. The signatures on the AFR cover page will document that we have the proper version of a charter school's AFR. It is the responsibility of the charter school to ensure that the electronic copy we receive matches the Annual Financial Report actually approved. A report will be posted that verifies receipt of the charter school AFR.

Charter school Student Lists

Lists of registered students are due into School Finance by June 9 and by September 15. These lists are used to form the estimates for initial charter school payments. These are an exception to normal practice for electronic submission. These lists are NOT submitted via the Web site. Instead they can be submitted either by using a Word document prepared by School Finance staff, or by creating a text file in the required format. The Word document and the required format for the text file can both be found at

<http://www.ade.state.az.us/schoolfinance/main/NewsInfo/charterenrollpacket/>. After creating a file using either of these tools, the file should be emailed to School Finance at SchoolFinance@mail1.ade.state.az.us or sent via diskette.

Membership and absence

Membership and absence data is due 12 days after the 40th day in session and 12 days after the 100th day in session. (In a few cases, a report is also due after the 200th day in session.) These data can be prepared for submission using the Delrep software distributed by ADE or by using any software that will create a text file in the required format provided at <http://www.ade.state.az.us/services/mis>. Verification of receipt of the membership and absence data is through the ADMS05 report.

Special education census

The special education census is due in early December, 2000 and early February, 2001. These data can be prepared for submission using the Delrep software distributed by ADE or by using any software that will create a text file in the required format provided at <http://www.ade.state.az.us/services/mis>. Verification of receipt of the special education census data is through the SPED02 report.

Limited English Proficient

Limited English Proficient data is due February 15, 2001. These data can be prepared for submission using the Delrep software distributed by ADE or by using any software that will create a text file in the required format provided at <http://www.ade.state.az.us/services/mis>. Verification of receipt of the membership and absence data is through the LEPS Edit/Update report.

School District Employee Report (SDER)

The School District Employee Report is due October 16, 2000. These data can be prepared for submission using a Web page that will be available on the School Finance Web site or by using any software that will create a text file in the required format provided at <http://www.ade.state.az.us/services/mis>. ADE also makes available a file containing the previous year's data which districts can use as a starting point in doing the SDER. Verification of receipt of the SDER data is through the SDER Edit/Update report, which will be mailed to you. As part of the new security system we will be adopting during the upcoming fiscal year, we will be able to post such reports on secure Web pages.

Transportation Route Report

The Transportation Route Report is due 12 days after the 100th day in session. New this year is the requirement in law for electronic report of contracted miles data. We have also made changes to the file format to allow for separate reporting of alternative fuel and non-alternative fuel miles. All the transportation route report data can be prepared for submission using a Web page that will be available on the School Finance Web site or by using any software that will create a text file in the required format provided at <http://www.ade.state.az.us/services/mis>. Verification of the transportation route report is through the TRAN 52-1 report.

Vehicle inventory

The FY 2000 vehicle inventory is due in by July 15, 2000. We have made a change to the file format this year to allow for a 7-character license plate number for government vehicles. All the vehicle inventory data can be prepared for submission using the Delrep software distributed by ADE or by using any software that will create a text file in the required format provided at <http://www.ade.state.az.us/services/mis>. Verification of the vehicle inventory data is through the TRAN 02-1 report.

October enrollment

The October enrollment report is due on October 30, 2000. All the October enrollment report data can be prepared for submission using the Delrep software distributed by ADE or by using any software that will create a text file in the required format provided at <http://www.ade.state.az.us/services/mis>. Verification of the October enrollment report is through the ROLL 50-1 report.

Year-end enrollment

The Year-end enrollment report for FY 2001 will be due June 30, 2001. All year-end enrollment data can be prepared for submission using a Web page that will be available on the School Finance Web site or by using any software that will create a text file in the required format provided at <http://www.ade.state.az.us/services/mis>. Verification of the year-end enrollment report is through the YEE 05-1 report.

Graduation rate study

The graduation rate study is due by October 1, 2000. All the graduation rate data can be prepared for submission using the Delrep software distributed by ADE or by using any software that will create a text file in the required format provided at <http://www.ade.state.az.us/services/mis>. A report will be posted that verifies receipt of the graduation rate data.